

CONSTRUCTION MANAGER-AT-RISK
Evaluation Criteria
 Section 00101CMR

Selection of the Construction Manager at Risk (CMR) will be a one-step process. Interested Offerors shall provide responses to the published Evaluation Criteria contained in this Solicitation. Owner will check responsiveness of the submittals based on Consideration Items 1-4 set forth in the table below. All responsive submissions received will be reviewed, evaluated and ranked based on the evaluation criteria set forth below. **The maximum possible points including the interview are 180.25 points. Interviews – if necessary – are tentatively scheduled for mid to late May 2020.**

Consideration Item #	Title	Gate Keeper
1	MBE/ WBE Goals Procurement Program	Y/N
2	Safety Record	Y/N
3	Offeror's Financial Capability	Y/N
4	Acceptable Documentation	Y/N
		Max Points
5	Experience of Construction Manager at Risk (CMR)	20
6	Experience of Proposed CMR Team Members	25
7	Experience of Proposed Major Subcontractors	5
8	CMR Team Structure	10
9	Work Approach and Delivery Schedule	25
10	CMR Reputation, Quality of Goods and Services and Business Practices	20
11	CMR Team Experience with Austin-Area Issues	10
12	Local Business Presence (<i>for non-federally funded projects</i>)	5
13	Service Disabled Veteran Business Enterprise (SDVBE) (<i>3% of total maximum points 175; vary based upon Local Business Presence and Interview points</i>)	5.25
14	Proposed Fees	30
15	Presentation/Interview (optional)	25
	Maximum Possible Points, including presentation / interview	180.25

Submittals must be received in a sealed container labeled on the outside with the Offeror's name, address, solicitation number, and submittal due date and time. Submittals that are not submitted in a sealed container will not be considered. Electronic only or facsimile Proposals will not be accepted. Container must include the required envelopes listed below (number of copies for each respective Envelope listed in table below):

- Envelope A** - documentation required for Item 1: MBE/WBE Compliance Plan or Good Faith Effort;
- Envelope B** - documentation required for Item 2: Safety Record;
- Envelope C** - documentation required for Item 3: Offeror's Financial Capability and Item 4: Acceptable Documentation;
- Envelope D** - documentation required for Item 5 through Item 13;
- Envelope E** - documentation required for Item 14: Proposed Fees.

ENVELOPES			
	Item No.	Title	Number of Copies
Envelope A - MBE/WBE Compliance Plan	1.	MBE/WBE PROCUREMENT PROGRAM	1 Original and 1 Electronic copy
Envelope B - Safety Documentation	2.	SAFETY RECORD	
Envelope C - Offeror's Financial Capability & Acceptable Documentation	3.	OFFEROR'S FINANCIAL CAPABILITY	
	4.	ACCEPTABLE DOCUMENTATION	
Envelope D - Scored Criteria Items 5 - 13	5.	EXPERIENCE OF CMR	
	6.	EXPERIENCE OF PROPOSED CMR TEAM MEMBERS	
	7.	EXPERIENCE OF PROPOSED MAJOR SUBCONTRACTORS	
	8.	CMR TEAM STRUCTURE	
	9.	WORK APPROACH AND DELIVERY SCHEDULE	
	10.	CMR REPUTATION, QUALITY OF GOODS AND SERVICES AND BUSINESS PRACTICES	
	11.	CMR TEAM EXPERIENCE WITH AUSTIN-AREA ISSUES	
	12.	LOCAL BUSINESS PRESENCE <i>(for non-federally funded projects)</i>	
	13.	SERVICE DISABLED VETERAN BUSINESS ENTERPRISE (SDVBE)	
	14.	PROPOSED FEES	
Envelope E Proposed Fees	15.	PRESENTATION/INTERVIEW (Optional)	

EVALUATION CRITERIA – STEP ONE REQUEST FOR QUALIFICATIONS**Item 1: MBE/WBE Procurement Program****Yes or No**

Submit one (1) original and one (1) digital/electronic version on Flash Drive in a sealed Envelope A labeled "Compliance Plan and/or GFE Documentation".

The City has issued MBE/WBE goals for the **Preconstruction Phase services**. Offeror must comply with City's MBE/WBE participation requirements. If the Offeror has neither met the goals nor made GFE to meet the goals, it will be found to be nonresponsive and will not be considered for award of the contract.

For complete program guidelines, refer to the MBE/WBE Procurement Program manual included with this Solicitation.

Offeror must submit:

- ☐ Section 00460CMR, MBE/WBE Statement of Responsibility;
- ☐ Compliance Plan, Preconstruction Phase;
- ☐ Letters of commitment that the named subs will be those working on the project for Preconstruction Phase – One (1) page per sub.

The City has determined that subcontracting opportunities will arise during the **Construction Phase** of this project; however the specific scopes of work and the magnitude of the scopes of work for the Construction Phase cannot be determined until Design has been sufficiently completed. Prior to entering into the Construction Phase, the City will establish appropriate MBE/WBE goals and the Construction Manager-at-Risk firm shall submit a MBE/WBE Compliance Plan meeting the goals or documentation detailing their GFE to meet the established goals.

Item 2: Safety Record**Yes or No**

Submit one (1) original and one (1) digital/electronic version on Flash Drive in a sealed Envelope B labeled "Safety Documentation"

The following factors may be considered, but are not limited to: Experience Modifier Rate, Lost Time Incident Rate, Total Recordable Case Rate, and OSHA Citations.

If, based on the entirety of the Offeror and/or Major Subcontractor's safety record, industry standards, and the risks associated with the current Project, the Offeror is found to have an unacceptable safety record and/or safety program the Offeror's response may be considered non-responsive and may not be considered for award.

Offeror must submit:

- ☐ Section 00410, Statement of Offeror's Safety Experience;
- ☐ Written Safety Program document.

Item 3: Offeror's Financial Capability**Yes or No**

Submit one (1) original copy of responses to Item 3 & 4 and one (1) digital/electronic version on Flash Drive in a sealed Envelope C labeled "Financial Capability and Acceptable Documentation".

The Offeror must provide evidence of financial capability and stability. Offeror's financial capability must be appropriate to the size and scope of this Project.

Offeror must submit:

- ☐ Letter from Offeror's Surety stating Offeror's ability to acquire bonding in the full amount of the contract.

Item 4: Acceptable Documentation**Yes or No**

Submit the following documents, which are in addition to documents required in the other Evaluation Items. Failure to submit all required documents may cause Offeror to be deemed "non-responsive" and disqualified.

- ☐ Executive Summary - One (1) page limit;
- ☐ Section 00400CMR, Attachment A, Offeror's Information;
- ☐ Section 00400CMR, Attachment B, Authentication of Submittal;
- ☐ Section 00405, Certificate of Non-Suspension or Debarment;
- ☐ Section 00440, Affidavit - Prohibited Activities;
- ☐ Section 00475, Nonresident Bidders Provisions;
- ☐ Section 00500CMR, Agreement Form;
- ☐ Section 00630, Nondiscrimination Certificate;
- ☐ Section 00631, Title VI Assurances Appendix A;
- ☐ Section 00632, Title VI Assurances Appendix E;
- ☐ Sufficient documentation of Offeror's legal name and entity status signed by an authorized representative of the Offeror which clearly indicates not only the legal name and entity status, but also the capacity and authority of the person signing on behalf of Offeror. Accordingly, a partnership/joint venture must file its partnership/joint venture agreement, a corporation must file its articles and bylaws, a limited liability company must file its certificate of organization and article of organization and regulations, and a limited partnership must file not only limited partnership agreement and the certificate of limited partnership, but also the documentation for its general partner, and, as applicable, any Offeror must file a copy of any assumed name certificate, or such limited portion of such documents reasonably establishing signature authority.

In Sealed Container D, submit responses to Items 5 through 13 in a binder and divided by tabs for ease of reference. The Offeror must submit one (1) original signature copy of response and one (1) digital/electronic version on Flash Drive. The Offeror is cautioned to refer to all other sections of the Solicitation Documents, Clarifications and/or Addenda for further details.

Item 5: Experience of Construction Manager at Risk**20 points max**

The Offeror must provide history of successful completion of **five (5) projects** within the past **seven (7) years** of comparable size, scope and complexity to the Work described for this Project utilizing the CMR project delivery method.

The documentation shall be presented in sufficient detail to demonstrate that CMR projects are a primary business focus and service provided by the Offeror. **Projects on which the proposed project team or key personnel (including any applicable subcontracted personnel) have actively participated are preferred.**

The Offeror should refer to the Scope of Work in order to determine the magnitude of the Project. Decisions on "comparability" are at the complete discretion of the Owner.

Projects should demonstrate experience that includes:

- Projects pertaining to Restoration and Historical Preservation projects. Projects in the City of Austin.
- Projects concerning coordination and construction within an existing facilities complex. (i.e. construction to meet Mechanical, Electrical, Plumbing and Fire Codes).

Offeror must submit:

- ☐ Section 00400CMR, Attachment C – One (1) page per project.

Item 6: Experience of Proposed CMR Team Members**25 points max**

• Project Manager	• Pre-Construction Manager
• Project Superintendent	

For each Key Personnel, list and describe **five (5)** successfully completed projects within the past **seven (7) years** of comparable size, scope and complexity to the Work described for this project utilizing the CMR project delivery method. **Projects on which the proposed team or key personnel actively participated are preferred.**

Projects should demonstrate experience that includes:

- Projects pertaining to Restoration and Historical Preservation projects. Projects in the City of Austin.
- Projects concerning coordination and construction within an existing facilities complex. (i.e. construction to meet Mechanical, Electrical, Plumbing and Fire Codes).

Offeror must submit:

- ☐ Section 00400CMR, Attachment D – One (1) page per project per individual;
☐ Resumes of Key Personnel – One (1) page per individual;

☐ Letters of commitment that the named individuals will be those working on the project – One (1) page per individual.

Item 7: Experience of Proposed Major Subcontractors

5 points max

Cost Estimator

For each key subcontracted personnel on the CMR's Supervisory and Administrative team, list and describe five (5) successfully completed projects within the past ten (10) years of comparable size, scope and complexity to the Work described for this project. **Additional consideration will be given to team members with experience on projects listed by the CMR firm as part of Item 5 and/or those with experience combining multiple elements listed below:**

- Two (2) projects demonstrating successful completion of CMR projects
- Three (3) projects demonstrating successful completion of renovation work on an existing facility and meeting the Historical Preservation Regulations.

Offeror must submit:

- ☐ Section 00400CMR, Attachment E– One (1) page per project per individual;
- ☐ Resumes – One (1) page per subcontracted personnel.
- ☐ A letter of commitment for each Major Subcontractor identified to have a relevant role in this project.

Item 8: CMR Team Structure

10 points max

The Offeror should provide information sufficient to identify the CMR's Team Structure and demonstrate how this project will be delivered by the Team, including a detailed description of project personnel and commitment of resources.

Identify project leadership, reporting responsibilities, how the CMR will interface with the City's project manager, and how subcontractors will work within the team structure.

Offeror must submit:

- ☐ **Organizational Chart** - Provide **2** organizational charts (**1.5 pts each**), one for preconstruction services and one for construction and construction administration, which specifies project leadership roles and reporting responsibilities for Key Personnel of CMR, Project Personnel (i.e. estimator, preconstruction manager, project engineers, etc.) and Major Subcontractors including, but not limited to those previously identified (Organizational charts may be provided on 11 x 17 paper size). One (1) page limit;
- ☐ **Team Structure and Communications** – Identify relevant project experience for each major Subcontractor and its role in the project. Describe which Team members are responsible for the major tasks and how each will communicate within the CMR Team and with City's Project representative

and personnel. Three (3) page limit. **(7 pts)**

Item 9: Work Approach and Delivery Schedule

25 points max

The Offeror must demonstrate its capability to perform the work by proposing a detailed work plan and schedule for how this Project will be delivered, including CMR's approach to managing the Project schedules, performing constructability reviews, quality control, and cost control. **Delivery Schedule should be based upon the target completion date of September, 2022.**

Offeror must submit:

- ☐ **Technical Plan** – Technical plan for accomplishing the Work. Two (2) page limit. **(6 pts)**

Include a detailed description of your work plan by tasks (i.e., Task 1, Task 2 etc.). Identify the steps you will take in proceeding from Task 1 to the final tasks for this Project (include performing constructability reviews and managing quality control).

- ☐ **Schedule** - Proposed work approach to delivering the Project considering the budget (Construction Cost Limitation) and Substantial Completion date schedule information provided in this document. **Also propose how you might complete the project earlier than the target completion date.** One (1) page limit; **(7 pts)**
- ☐ **Construction Planning** – Provide recommendations to GMPs or partial GMPs and any substantial time or budget savings associated with the CMR's recommended changes. One (1) page limit; **(7 pts)**
- ☐ **Cost Control** – Provide detailed strategy for cost control on the project. One (1) page limit. **(5 pts)**

Item 10: CMR's Reputation, Quality of Goods and Services, and Business Practices

20 points max

Offeror must present reasonably supported evidence of its reputation and business practices in providing contracting opportunities, sustainable business practices, and construction cost control strategies.

Offeror must submit:

- ☐ **Business Outreach Practices (5 pts)** – Provide narrative of your business practices to provide hiring opportunities for MBE/WBE and Historically Underutilized Businesses on a race and gender neutral basis, including small businesses and other historically underutilized businesses in the Austin Corporate City Limits. One (1) page limit;
- ☐ **Sustainable Processes (5 pts)** – Provide a narrative on business practices and internal policies that describe your use of recycled, reclaimed, or refurbished construction materials. Additionally, describe your internal policies and practices that encourage identification of opportunities for water and energy conservation, reducing greenhouse gas emissions, and purchasing environmentally preferable products. Two (2) page limit;

- ☐ **Quality and Performance (10 pts)** - The Offeror's reputation and quality of performance on the projects identified will also be evaluated by past performance on City of Austin projects. Offerors who have had Contractor Performance Evaluations (CPE) completed for previous projects with the City of Austin will receive an average of their five year scores. Offerors who have had no previous projects with the City of Austin will receive an average of all the contractor's performance evaluation five year scores.

Item 11: CMR Team Experience with Austin-Area Issues

10 points max

The Offeror must provide information regarding proposed CMR Team's experience with Austin-area issues, completed by staffed local offices or inclusive of work performed in the Austin area during the past five (5) years. Briefly describe the experience in the following areas:

- Specific City of Austin site development and building permit requirements
- Environmental conditions, constraints and community issues in the Austin area
- Construction costs and practices in the Austin area
- Experience contracting and working with construction trades in the Austin area
- Public awareness and involvement in project development in the Austin area

Offeror must submit:

- ☐ A descriptive narrative. Three (3) page limit

Item 12: Local Business Presence

5 points max

The City seeks opportunities for businesses with a Local Business Presence in the Austin Corporate City Limits to participate on City contracts thereby providing a minimal environmental footprint through reduced transportation time and costs associated with Project delivery. A firm (Offeror or Subcontractor) is considered to have a Local Business Presence if the firm is headquartered in the Austin Corporate City Limits, or has a branch office located in the Austin Corporate City Limits in operation for the last five (5) years. The City defines headquarters as the administrative center where most of the important functions and full responsibility for managing and coordinating the business activities of the firm are located. The City defines branch office as a smaller, remotely located office that is separate from a firm's headquarters that offers the services requested and required under this solicitation. Points will be awarded through a combination of the Offeror's Local Business Presence and/or the Local Business Presence of their subcontractors. **Evaluation of the Team's Percentage of Local Business Presence will be based on the allocation of work as reflected in the Offeror's MBE/WBE Compliance Plan.**

Team's Local Business Presence	Points Awarded
Local business presence of 90% to 100%	5
Local business presence of 75% to 89%	4
Local business presence of 50% to 74%	3
Local business presence of 25% to 49%	2

Local presence of between 1 and 24%	1
No local presence	0

Offeror must submit:

- ☐ Section 00461, Local Business Presence Identification Form.

Item 13: Service Disabled Veteran Business Enterprise (SDVBE) 5.25 points max

This Contract is subject to the provisions of the City's Interim Service-Disabled Veteran Owned Business Enterprise (SDVBE) Program as established by City Council Resolution No. 20160303-016. If a respondent is a SDVBE, and wants to participate in the Program, the City requires a certification with their Offer certifying that they are State Historically Underutilized Business (HUB) Service-Disabled Veteran Owned Business.

The City seeks opportunities for SDVBE certified firms to participate on City contracts. A firm (Prime Contractor) is considered an SDVBE if the firm is certified by the State of Texas, Historically Underutilized Business (HUB) Program with the State Comptroller's Office. Firms that meet this qualification shall receive a 3% preference of the total possible evaluation points toward their formal proposal, excluding interview points. (See Section 00101DB, Evaluation Criteria – Overview for "Total Possible Points") The SDVBE preference only applies to Prime Contractors responding to Request for Qualifications (RFQ), not any subcontractors utilized.

A firm is considered a SDVBE, by submitting the completed Section 00480, Service Disabled Veteran Business Enterprise (SDVBE) Acknowledgement form and a copy of the U.S. Department of Veteran Affairs letter stating Service Disabled Veteran status. During the evaluation of a respondent's proposal, additional points of three percent (3%) will be awarded based on the proposal's Evaluation Criteria.

NOTE: The maximum **SDVBE** additional points of 3% of the total evaluated points will only pertain to the solicitation Evaluation Criteria used to determine the "best-value" or most-qualified respondent, as associated only to the initial review, evaluation and ranking of proposals. The **SDVBE** 3% will not be added to any additional scores or evaluations resulting from Interviews or other subsequent evaluation processes.

Offeror must submit:

- ☐ Section 00480, Service-Disabled Veteran Owned Business Enterprise (SDVBE) Program Acknowledgement form;
- ☐ Copy of Certification from U. S. Department of Veteran Affairs, stating Service-Disabled Veteran status.

Item 14: Proposed Fees**30 points max**Offeror must submit:

- ☐ Section 00300CMR - Cost Proposal Form and Attachments:
 - A-1: Construction Manager's Stipulated Sum Fee;
 - A-2: General Conditions Monthly cost;
 - A-3: Preconstruction Phase Services Estimate.
- ☐ A detailed itemization of General Conditions, staff and temporary amenities, including field offices and construction supplies (spreadsheet format is preferred). Two (2) page limit.

Proposals will be evaluated based upon the competitiveness of the following:

- Construction Manager's Fee - Twenty (20) points maximum;
- General Conditions Estimated Sum - Ten (10) points maximum.

For illustrative purposes, if the lowest price for Construction Manager's Fee is 4.00%, that percentage is weighted "1" ($4.00\%/4.00\% = 1$) and receives 20 points ($1 \times 20 = 20$).

A percentage of 5.00% for the same proposal would be weighted ".80" ($4.00\%/5.00\% = 0.80$) and receive 16.00 points ($0.80 \times 20 = 16.00$).

Likewise, a fee percentage of 6.00% would be weighted at ".667" ($4.00\%/6.00\% = 0.667$) and receive 13.334 points ($0.667 \times 20 = 13.334$).

Item 15: Presentation/Interview (optional)**25 points max**

Owner may determine that it is necessary to interview Offerors prior to making a recommendation to the City Council. If Interviews are necessary, all Offerors will be interviewed.

The presentation portion of the evaluation will include the following elements. Owner reserves the right to add other project-related areas of interest. All additional required information will be included in the letter sent to Offerors.

- Offeror's understanding of the project and requirements for a successful completion;
- Ability to meet the project schedule;
- Understanding of involvement with the Architect and City;
- Potential Construction strategies;
- Evaluation of Construction Materials.

END